

## **INVESTMENT OFFICER**

### **PURPOSE AND NATURE OF WORK**

Purpose of the work is to invest idle monies from all Consolidated Government accounts. Position is responsible for determining the type, amount, and term of the investment within the guidelines of the Consolidated Government's Cash Management and Investment Policy.

Work is performed with considerable latitude under the general direction of the Chief Accountant and includes no supervisory responsibilities.

**ILLUSTRATIVE EXAMPLES OF WORK** (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Analyzes cash balances and cash-flow projections taken from past records, pay-out schedules, accounts payable listings, maturity schedules, etc. Discusses cash-flow projections with City-Parish officials to stay posted on unusual or abnormal situations requiring additional cash balances. Determine amounts and terms for investments. Selects the types of investments that will yield highest interest for the amount and term desired. Ensures that investments are properly collateralized. Sends letters of approval and makes investments with primary dealers. Maintains a detailed investment subsidiary ledger for each account. Determines whether or not matured investments should be cashed or re-invested. Prepares monthly journal vouchers on investments and other necessary reports.

Performs related work as required.

### **NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS**

Knowledge of the regulations and guidelines governing investing by government agencies.

Knowledge of various types of investments available and related maturity and interest schedules.

Knowledge of the conditions surrounding various investment options such as safety of principal, liquidity, and legality.

Knowledge of spending trends and projected spending of all fund accounts.

Knowledge of policies and procedures used in making investments.

Ability to analyze and interpret cash balances, cash-flow projections, and various pay-out and maturity schedules.

Ability to maximize interest income through careful selection of type, amount, and term investments.

Ability to prepare accurate and concise reports and maintain accounting ledgers.

Ability to establish and maintain effective working relationships with public officials, employees, and other persons contracted in the performance of duties.

Ability to make quick, accurate decisions and meet deadlines in carrying out duties.

### **DESIRABLE TRAINING AND EXPERIENCE**

Graduation from an accredited four-year college or university with major course work in finance, accounting, or a related field; some experience in the investment of governmental funds preferred; or any equivalent combination of training and experience.